



## THE CITY OF MADEIRA BEACH, FLORIDA PUBLIC NOTICE

### BOARD OF COMMISSIONERS WORKSHOP MEETING

The Board of Commissioners of the City of Madeira Beach, Florida will meet at City Hall, located at 300 Municipal Drive, Madeira Beach, Florida to discuss the agenda items of City Business listed at the time indicated below.

2:00 PM

TUESDAY, AUGUST 25, 2015

COMMISSION CHAMBERS

A. CALL TO ORDER – The meeting was called to order at 2:03 p.m.

B. ROLL CALL

MEMBERS PRESENT:

Travis Palladeno, Mayor  
Elaine Poe, Vice-Mayor  
Terry Lister, Commissioner District 1  
Nancy Hodges, Commissioner District 2  
Patricia Shontz, Commissioner District 4

STAFF PRESENT:

Shane B. Crawford, City Manager (CM)  
Thomas Trask, City Attorney (CA)  
Aimee Servedio, City Clerk (CC)  
Vincent M. Tenaglia, Assistant City Manager/Finance Director (ACM/FD)  
Dave Marsicano, Public Works/Marina Director (PW/MD)  
Chris Kohmann, Code Enforcement Deputy (CED)  
Pat Krager, Code Enforcement Deputy (CED)

C. TOPICS

1. DISCUSSION ON PROPOSED BUDGET AND FINANCE POLICIES

*Vince Tenaglia, Assistant City Manager/Finance Director and Financial Advisor, PFM*

ACM/FD: Presented before you today are the final version of the Investment Policy and Fund Balance Policy for the City of Madeira Beach. At the last few workshops beginning in July, PFM and the ACM have presented information and best practices in regards to this policy. He turned the presentation over to PFM Representative Richard Pengelly will discuss the Investment Policy and David Hart will cover the Fund Balance Policy.

PFM Representative Richard Pengelly: Covered the Investment Policy Development and explained that the framework for this policy was based on Section 218.415, Florida Statute Requirements, the Association of Public Treasurers of U.S. and Canada (APT US&C) Best Practices, and the Government Finance Officer Association (GFOA) 2010 Investment Policy Best Practices. He then explained the required sections of each of these pieces of the policy framework. The final policy is designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and an investment return competitive with comparable funds and financial market indices.

ACM: The fund balance policy was first presented on July 28<sup>th</sup> at the BOC Workshop. As discussed then, this policy seeks to address the appropriate level of fund balance in order to mitigate identified material risks which could negatively affect the City's ability to achieve its objectives. We are establishing this policy for a reason – the decisions that are made today will have an impact on the future and we need to think of the long term. There are other things that the Board should also be aware of as well.

PFM Representative David Hart: The Fund Balance Policy directives recommend that the general purpose governments maintain aggregate unrestricted fund balances in their general fund of no less than two (2) months (16.67%) or regular general fund operative revenues or expenditures, whichever is most predictable. Right now, the fund balance is right at that mark. When the new budget goes into effect October 1<sup>st</sup> for FY2016, the fund balance will be at 16.6%.

There are at least two other policies that he would recommend as well. The stormwater bond that was approved at the last meeting was the third borrowing in the last two (2) years. To balance the fund policy and maintain that 16.6% level, funds have been used from the capital program. He is maintaining the operating budget but not the same capital program as years passed. He recommends that the Board consider a debt policy.

**Consensus was to move forward and have the ACM present the Investment Policy and Fund Balance Policy for final approval at the next BOC Meeting in September.**

## 2. PRESENTATION AND UPDATE ON SHORT TERM RENTALS

*Pat Krager, Code Enforcement Deputy and Chris Kohmann, Code Enforcement Deputy*

CED Kohmann: Gave an update on how the short term rental enforcement is going. The presentation will include investigative research conducted on identifying short term rentals, the enforcement procedures that take place, and completing a case file to be sent before the Special Magistrate.

The deputy explained that there are certain websites that the department frequents to try and identify illegal rentals including vrbo.com and homeaway.com. They compare results from the Pinellas County Property Appraiser, Tax Collector, and online ads. There are certain zoning restrictions defined by the Madeira Beach Code of Ordinances: R-1 (Single-family residential) can only rent for six-month periods while R-2 (low density multifamily residential) can only rent for three-month periods or longer. The only way properties in these zones can rent short term is if the property was legally and continuously operating as a short term rental prior to February 28, 2006. The owners also need to have proof of their business tax receipts, the 5% tourist development tax, the 7% sales tax, and be registered with the DBPR Division of Hotels and Restaurants.

Since July, there have been 45 short term rentals investigated, 38 emails sent to owners, and 25 notice of violations mailed. The rentals are pretty even distributed through all four districts in the City. So far, four cases have been presented to the Special Magistrate and the City prevailed in all four cases. There are also two new hearings scheduled for September.

Right now, the Code Enforcement Deputies are working with Vice-Mayor Poe, the City Manager, and City Attorney in drafting a new proposed ordinance. This new ordinance is still in the works and not yet ready to be presented at workshop, but so far aims to require a Vacation Rental Certificate from each property, inspections from the City building official and continued annually, as well as a designated rental agent that the City can contact in case any potential issue arises. This ordinance will be ready for discussion at a Board of Commissioners Workshop in the upcoming autumn months.

Vice-Mayor Poe commended the deputies on their work in researching and enforcing the current short term rental restrictions of three and six-month periods in R-1 and R-2 zoning, respectively.

**A brief recess was called at 3:04 by the Mayor. The meeting reconvened at 3:14 p.m.**

## 3. DISCUSSION ON PARKING ORDINANCE (TICKETING FOR BACK-IN PARKING)

*Shane Crawford, City Manager*

CM: There is an item on the dais – a letter from a Madeira Beach visitor and the agenda memo to go with it. He explained that the current ordinance restricts back-in parking in City-owned parking lots. This is

done for safety reasons and because many of these spaces are angular parking. There was consideration to allow back-in parking in some lots but he advises against this. It should be uniform throughout the City otherwise there will be confusion and even more tickets.

Currently, if a complaint arises and the person who received the ticket argues the case that it was not warranted successfully, it is forgiven. The letter of the dais refers to such an instance. It does not make sense in terms of safety, uniformity, and finances to change the ordinance at this time. There can be a balance to handle cases that warrant forgiveness. The Board agreed that the parking ordinance should not be changed and that it should remain consistent throughout the City.

**Consensus was to pull any back-in parking ticketing ordinance changes and leave the current code as is.**

4. DISCUSSION ON ORDINANCE UPDATING CITY FRANCHISES

*Aimee Servedio, City Clerk and Tom Trask, City Attorney*

CA: This item was first brought to his attention from the City Clerk last year. This is a housekeeping issue that was buried but needs to be done. Essentially, the City franchises need to be updated since they have changed in the last year. This would go for first reading in September and second reading in October. This just ensures that the City's files are as complete and accurate as possible.

**Consensus was to move forward and present this ordinance at the next BOC Regular Meeting for a first reading.**

5. DISCUSSION ON A RESOLUTION FOR THE OWNERSHIP AND MAINTENANCE OF ROC PARK

*Shane Crawford, City Manager*

CM: When ROC was first proposed and envisioned last year, Bill Karns presented an option for the City to expand the landscaping and utilize the water front areas on the property. The park and City Centre are near completion and ROC Park has grown to a beautiful addition to the City grounds and a wonderfully positive place for people to remember loved ones. This resolution would be drafted by the City Attorney and would recognize that as soon as the park construction is completed, the City will take over all future maintenance of the landscaping.

**Consensus was to move forward and have the CA draft a resolution stating that the City will take over maintenance of ROC Park upon construction completion.**

**D. ADJOURNMENT** – The meeting was adjourned at 3:26 p.m.

Date approved: September 8, 2015



Travis Palladeno, MAYOR



Aimee Servedio, CITY CLERK